

Town of Holderness

Part-time Position

Job Summary

Land Use Boards (PB/ZBA/CC) Assistant

Job Description: (20-24 hours per week +/-, including meetings).

- Attend meetings; produce Minutes & Notices of Decision.
- Review and process land use applications; schedule appointments with applicant as needed and appropriate.
- Notice applications: newspaper & local postings, abutters.
- Written reports as needed to Administrator, Board of Selectmen, and PB/ZBA/CC board members.
- Consultation with Administrator and Board chairs as needed
- Prepare monthly packets for distribution to members, including calendar task list and application reports as appropriate.
- Provide information to board members of training opportunities, land use statutes, and current case law; advise as needed during meetings.
- Review of Zoning Ordinance and Land Use Regulations; recommendations of amendments to PB as appropriate.
- Consultation with Town Counsel as needed and appropriate, with permission of Administrator.
- Annual review of application forms, application fees, and Rules of Procedure; recommendations for changes as appropriate and needed
- Review of Building Permit Applications for zoning compliance and accompanying report to Compliance Officer; correspondence and discussion with Compliance Officer as needed.
- Check NH DES database on regular basis to determine if there are requests that pertain to Holderness and bring those to the attention of the CC.
- Maintain and update if needed Monitoring Packets for properties monitored by CC.
- Other duties as directed by Administrator, and Land Use Board Chairmen.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of Town planning; knowledge of State laws and Town ordinances pertaining to local and regional planning. Skills in operating the listed tools and equipment. Ability to analyze planning problems; and ability to read plans; ability to write and speak effectively; ability to make public presentations; ability to establish and maintain effective working relationships with employees, supervisors, Town officials, outside agencies and the general public.

MINIMUM QUALIFICATIONS

One (1) year of land use administration or planning related municipal experience is preferred.

TOOLS AND EQUIPMENT USED

Office computer, including spreadsheet; word processing; e-mail and mapping software; telephone; copy, scan and fax machine, a camera and any other equipment required.

SUPERVISION RECEIVED

Operates under the broad supervision of the Town Administrator; Board of Selectmen and Chairs of the Planning, Zoning and Conservation Boards.

WAGE RANGE

\$16.00 - \$21.00 Per Hour; Commensurate with experience